

**ORDINANCE NO. 2557**

**AN ORDINANCE AMENDING CHAPTER II, ARTICLE VI, "ADMINISTRATION, ADMINISTRATIVE POLICIES AND PROCEDURES" OF THE CODE OF THE BOROUGH OF ROSELLE PARK, INSERTING SECTION 2-63 TO BE ENTITLED, "HIRING OF BOROUGH EMPLOYEES"**

BE IT ORDAINED by the Mayor and Council of the Borough of Roselle Park, County of Union and State of New Jersey that Chapter II, Article VI of the Code of the Borough of Roselle Park be and hereby is amended as follows:

**SECTION 1.    ~~RESERVED.~~  
                  2-63 HIRING OF BOROUGH EMPLOYEES.**

**SECTION 2.    2-63.1 Purpose.**

**The purpose of the forgoing section of the Code shall be to establish the general processes and procedures followed by the governing body and Department Heads when hiring employees of the Borough of Roselle Park.**

**SECTION 3.    2-63.2 Hiring Authority.**

**All employees of the Borough of Roselle Park shall be formally hired by Resolution of the governing body of the Borough of Roselle Park in accordance with the provisions of N.J.S.A. 40A:60-1 et seq.**

**SECTION 4.    2-63.3 Interview and Vetting of Employees.**

- a. Prospective employees of the Borough of Roselle Park who are subject to appointment as a Department Head shall be solicited, interviewed and otherwise vetted by the governing body, or any committee thereof, in a manner considered to be the most advantageous to the Borough of Roselle Park.**
  
- b. Prospective employees of the Borough of Roselle Park who are subject to appointment as staff-level personnel, or otherwise not a Department Head, shall be solicited, interviewed and otherwise vetted by the head of the department within which the individual may be appointed. Each Department Head shall be required to provide a written recommendation of all prospective hires, along with supporting documentation, to the governing body for their review prior to the final consideration of any appointment.**

1. Members of the governing body shall have no direct involvement in the vetting of staff-level employees, including the interview of prospective employees. Nothing in this Section shall be construed so as to preclude the governing body from consulting with Department Heads to discuss recommendations, including matters of budget, organization, efficiency and operation.

SECTION 5. **2-63.4 Limitations on Professional References.**

**The Borough of Roselle Park shall not accept sitting members of the governing body, Department Heads, or other Borough employees as professional references for employment. Applications which contain any of the aforementioned individuals as references will not be considered.**

SECTION 6. **Invalidity.**

If any section or portion of a section of this Code shall be invalid for any reason, such invalidity shall not affect the validity of the remaining sections or portions of this Ordinance.

SECTION 7. **Inconsistent Ordinances Repealed.**

All ordinances or parts of ordinances, to the extent that they are inconsistent herewith, are hereby repealed.

SECTION 8. **Captions.**

Captions contained in this Ordinance have been included only for the purpose of facilitating reference to the various sections and are not intended and shall not be utilized to construe the intent and meaning of the text of any section.

SECTION 9. **Effective Date.**

This amendment to the Code of the Borough of Roselle Park shall become effective upon publication in accordance with the law.